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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, ICAPS

FROM : Advisor for Management

SUBJECT: Report for week ending 10 January, 1947

DATE: 13 January 1947

I. Projects carried over from previous week

1. Work on overall personnel and organization problem

II. Projects planned but not yet initiated

1. Preparation of chart presentation on organizational matters for Director's budget hearings
2. Review and revision of internal administrative procedures
3. Overall intelligence chart for all government agencies
4. Review of organization and personnel requirements for OSO
5. Establishment of statistical control system.

III. Projects initiated during week reported on

None

IV. Projects completed during week reported on

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1. Librarian selected and procurement process initiated

V. Projects expected to be completed during coming week

See Section II, 1.

VI. Projects expected to be carried over the following week

All matters covered in Sections I and II, except Section II, 1.

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Colonel, AGD**CONFIDENTIAL**